

CCS Administrative Procedure

4.30.01-A Prior Learning Assessment

Implementing Board Policy [4.30.01](#)

Contact: Provost/District Academic Services Officer, 434-5060
SCC Vice President of Learning, 533-7075
SFCC Vice President of Instruction, 533-3538

1.0 Purpose

In 2011, in House Bill 1795, the Washington State Legislature defined prior learning as: "...the knowledge and skills gained through work and life experience; through military training and experience; and through formal and informal education and training from in-state and out-of-state institutions including foreign institutions." Current changes in higher education, the economy and society in general, provide the impetus and context for the development of consistent and transparent policy and guidelines on assessing prior learning, and the implementation of practices that support increased assessment and award of credit for prior learning.

Community Colleges of Spokane (CCS) values the college-level knowledge students may have acquired outside the traditional college classroom. Students may have acquired this knowledge through past work, independent reading and study, training programs or in-service courses, volunteer service, cultural or artistic pursuits, hobbies and recreational pastimes, community or religious activities, organizational memberships, adult education, non-credit courses, study abroad, military training not evaluated for credit by ACE, or other experiences

2.0 Limitations and Requirements

Prior Learning Assessment (PLA) enables the student to articulate this knowledge and potentially earn credit for it. Methods for evaluating prior learning include Advanced Placement (AP) examination; Armed Forces-Military Education and Experience evaluation Challenge Examinations; College Level Examination Program (CLEP); Industry Training, Certifications and Licensures evaluation; International Baccalaureate examination (IB); and Prior Learning Assessment Portfolio evaluation.

2.1 Students who have been accepted to attend SCC or SFCC are eligible for prior learning assessment consideration. No assurances of the number of credits awarded can be made prior to CCS review. While evaluation may occur before starting coursework, credit will be granted only once the student has completed ten (10) quarter credits in residence at CCS.

2.1.1 Credentials for degree students who are currently enrolled are reviewed by faculty from participating departments who determine if this process is appropriate and make recommendations for awarding prior learning credit. Review is based on equivalency to courses listed in the CCS Catalog (<http://catalog.spokane.edu>) or a Prior Learning Assessment (experiential learning) Portfolio.

2.1.2 College-level learning may be obtained through a variety of experiences. Staff is encouraged to use the **Learning History Worksheet** (Appendix A of the PLA Faculty and Staff Handbook) and the following list of ideas to get students started:

Employment: Any paid activity.

Education: Non-credit courses, non-accredited training and seminars resulting in college-level learning. Among these would be workshops, clinics, conferences, discussion groups, evening courses, lecture series, television or radio courses, correspondence courses, or newspaper courses.

Volunteer Experiences: Organizations including community service projects of any type, religious activities, and political activities.

Recreational activities and hobbies: Any leisure time activity for the purpose of personal satisfaction and enjoyment. Examples include creative writing, theater, sports, artistic activities, gardening, camping, outdoor activities, concert or theater-going. Such activities would require extensive documentation and substantiation.

Licenses, industry certifications, awards, and publications: Any professional licenses held, awards received, or publications authored.

Travel: Study tours, vacations, business trips, living for extended time in various parts of the country.

Other Significant Life Experience

Military Experience: Branch or service, rank, length of service, service school attended, and credit for military specialty.

- 2.1.2.1 SFCC and SCC are both formally recognized as Veteran Friendly Campuses and award academic credit for military training.
- 2.1.2.2 CCS will refer to the American Council on Education (ACE) Military Guide for the evaluation and award of credit based on a Joint Service Transcript (JST) and/or a Community College of the Air Force (CCAF) transcript received from any student who lists prior or present military service on their admission application.
- 2.1.2.3 Any student who lists prior or present military service on their admission application *must* submit for evaluation official copies of their JST or CCAF as part of their admission materials.
- 2.1.2.4 The evaluation and award of academic credit will be based on the applicability of the military training to the college program plan of study.
- 2.1.2.5 CCS will provide a written copy of this policy to any student who lists prior or present military service on their admission application.
- 2.1.2.6 CCS will advise any student who lists prior or present military service on their admission application that veteran's benefits cannot be used to pay tuition for classes which duplicate training

acquired in the military and which is listed on their JST or CCAF.

- 2.1.2.7 CCS will maintain a list of military training and programs that qualify for college credit. The list will be maintained by the Prior Learning Coordinator in collaboration with the office of the registrar.

3.0 Related Information

3.1 [Substitute Senate Bill 5969: Awarding Academic Credit for Military Training](#)

3.2 [Prior Learning Assessment \(PLA\) Faculty and Staff Handbook](#)

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